



## **Request for City Council Committee Action from the Department of Human Resources**

**Date:** June 30, 2014

**To:** Mayor Betsy Hodges and the Executive Committee

**Referral to:** Ways and Means Committee

**Subject:** New Appointed Position:

Director Human Resources Information System Administration

603 points/Graded 13; \$95,785 - \$105,867

### **Recommendation:**

1. Find that the proposed position meets the criteria in Section 20.1010, Council to Establish (Appointed) Positions, as follows:
  - (1) The person occupying the position will report to the head of the designated city department or the designated city department head's deputy.
  - (2) The person occupying the position will be part of the designated department head's management team.
  - (3) The duties of the position involve significant discretion and substantial involvement in the development, interpretation, or implementation of city or department policy.
  - (4) The duties of the position do not primarily require technical expertise where continuity in the position would be significant.
  - (5) The person occupying the position needs to be accountable to, loyal to, and compatible with the mayor, the city council, and the department head.
2. Approve the proposed position: Director Human Resources Information System (HRIS) Administration; 603 points/Grade 13 The position is FLSA – Exempt
3. Approve an annual salary for the position in accordance with the adopted appointed employee's compensation plan, effective July 1, 2014, as follows:

Step A	Step B	Step C	Step D
\$95,785	\$100,826	\$103,851	\$105,867

**Prepared or Submitted by:** Pamela Nelms, CCP, SPHR

Human Resources Senior Consultant/Compensation; 673-3344

**Approved by:** \_\_\_\_\_

Patience Ferguson  
Director of Human Resources

\_\_\_\_\_  
Jay Stroebe  
Acting City Coordinator

**Presenters in Committee: Pamela Nelms, CCP, SPHR**  
**Human Resources Senior Consultant**

**Financial Impact** (Check those that apply)

☒ No financial impact (If checked, go directly to Background/Supporting Information).

☐ Action requires an appropriation increase to the ☐ Capital Budget or ☐ Operating Budget.

☐ Action provides increased revenue for appropriation increase.

☐ Action requires use of contingency or reserves.

☐ Business Plan: ☐ Action is within the plan. ☐ Action requires a change to plan.

☐ Other financial impact (Explain):

☐ Request provided to department's finance contact when provided to the Committee Coordinator.

## **Background/Supporting Information**

Dear Mayor Hodges:

The Director, Human Resources has submitted the Director Human Resources Information System (HRIS) Administration (575 points/grade 12; \$91,240 - \$100,844) position for review because it has evolved from a program-administration focus into a highly-technical, enterprise-strategic position.

Established in 1997, and converted to the appointed service with the same focus and total points in 2006, the position was primarily charged with the administration and management of the Human Resources Information System to enable payroll processes, benefits administration and records management including training and development tracking. Over time, HRIS technology evolved and it now also integrates with or directly supports additional major enterprise efforts and processes including selection, performance management, learning management including e-learning, employee self-service and a variety of robust management analytic tools and reports.

The position Director HRIS Administration has likewise changed over time, and it is both the desire and expectation of the Director Human Resources that the position will assist executive leadership with the creation and continuous improvements of the mission, vision, and goals for the Human Resource Technology Solutions Division. The position envisions, establishes, and implements the strategic direction for all core information systems within

the human resources area of responsibility. It provides the leadership, planning, and management for the design, development, and operation of the enterprise's broad based human resource information systems. This includes the design, development, implementation, delivery and evaluation of market competitive human resource information systems for the City of Minneapolis and the management of the staff to operate the systems. The position ensures that all systems are consistently administered and compliant with organizational policies, Civil Service rules, government regulations and that the data is recorded in a timely and accurate manner in alignment with the vision, goals, and initiatives of the City of Minneapolis.

The duties and responsibilities of the proposed position are:

- Assist executive leadership with the creation and continuous improvements of the mission, vision, and goals for the Human Resource Technology Solutions Division.
- Oversee the development and maintenance of internal database files and tables, and the development of custom reports to meet the requirements of City business lines, managers, and staff.
- Anticipate organizational needs and communicate opportunities to leverage resources and capabilities of the system for full and effective utilization of provided management tools.
- Lead and direct the work of others. A wide degree of creativity and latitude is expected.
- Negotiate contracts with vendors in partnership with the City's legal, contracting, and technology departments.
- Plan and direct work efforts associated with information systems upgrades and enhance the life cycle and functionality of Human Resource Information Systems.
- Work with executive leadership to establish the overall budget for the Human Resource Technology Solutions Division and manage the expenditures for the division.
- Perform annual and multiple year business planning and budgeting for major initiatives enterprise-wide.
- Provide the leadership and direct supervision for the Human Resource Technology Solutions staff responsible for maintaining the software, data integrity and response to customer requests.
- Provide advisory and technical leadership and guidance for assigned personnel during systems studies, and review progress on computer systems projects.
- Communicate effectively with all levels of management to enhance their understanding of the potential and limitations of comprehensive computerized information systems.
- Develop information systems policies, security procedures and strategic plans in conjunction with the IT Department for data warehousing, applications architecture, and technical infrastructure and decision support systems.
- Manage relationships between partners and stakeholders, administering various related service level agreements and other aspects of the partnerships.
- Analyze and recommend new or improved uses of information technology and resources within the City.

- Research and make recommendations for acquisitions of broad functional capabilities including those that support convergence of information resources.
- Assign tasks and projects, organize workloads and establish performance expectations to meet completion schedule.
- Strategically partner with departments to promote, implement, and monitor the use of Human Resource Information Systems.
- Direct and coordinate the administration, support, and training of Human Resource Information Systems and their relationship to all City Departments, Independent Boards, Agencies and Commissions.
- Direct software maintenance and modifications, upgrades, and processing.
- Collaborate with Human Resources, Finance, and other City Departments to ensure that interfaces between the PeopleSoft and other core information systems are conducted accurately and timely.
- Serve as the Human Resources Department's primary point of contact with both internal and external vendors and staff on topics or issues related to software, service maintenance and support.
- Champion continuous improvement efforts, and assist management in workflow planning and business process re-engineering, and organization development to maximize software and improve current business processes.
- Perform supervisory functions, including job performance evaluations, employee training opportunities, individual development plans, approving work and vacation schedules, etc.

**Factor Summary of the evaluation of the position.**

<b>Factor</b>	<b>Points</b>	<b>Analysis</b>
<b>Pre-requisite Knowledge</b>	75	The position requires a Bachelor's Degree in Business Administration, Computer Science, Finance, Human Resources, or Public Administration. It requires seven years of senior level related experience, at least five of which are supervisory and three that are at a leadership level, or the equivalent. It requires experience implementing information systems across an organization in human resources, finance, and payroll.
<b>Decisions and Actions</b>	65	Jobs at this level manage more significant units entailing greater impact on resources, or serve in a supervisory level staff or analytical capacity. The majority of these jobs are appointed. These jobs require exercise of independent action. Decisions tend to have greater effect on the organization due to greater City-wide impact, more notable budgetary impacts, or longer-term impacts. Work is varied and complex, usually involving multiple phases of a major function. Matters dealt with are broad in scope with complex and unusual problems being encountered frequently. The incumbent is expected to

		make decisions and take action on problems that arise and to develop solutions to problems involving advanced principles and techniques and original thinking. Work is done under supervision in accordance with broadly stated policies or principles, sometimes of advanced nature and with latitude for the exercise of independent judgment.
<b>Supervisory Responsibility</b>	10	The position supervises three HR Senior Consultants, one HR Associate Consultant, and two HR Senior Associates. .
<b>Relationships Responsibility</b>	65	The position works closely with the Human Resources executive team and others in Human Resources. Contacts with other City Departments include the Finance Officer and Chief Information Officer and their staffs regarding HRIS performance and project implementation issues. The position works with the outside agencies and the Minneapolis Park Board on issues such as alignment of processes, resolving employee concerns and HRIS issues related to implementing labor contracts. The position works with various vendors on the functionality of the HRIS system and to ensure existing interfaces and data feeds are functioning properly and the setup of new interfaces are developed according to specifications.
<b>Working Conditions</b>	20	The position will work in an office setting.
<b>Effort</b>	65	At this level the job is a manager with wide ranging responsibilities that require considerable mental effort. These jobs are responsible for planning, organizing and managing larger more complex areas, dealing with setting priorities, and ensuring compliance with City goals and objectives. There is pressure to meet expectations and pressures driven by budget, project related deadlines, responsiveness to elected officials, and other constituencies, and in making recommendations to higher-level managers and officials. .

**Attached: Classification Report**